DOCUMENT RESUME

ED 176 817 EA 012 146

TITLE Bulletin 701. Accreditation Regulations Applicable to Kansas Schools and School Districts, Effective May 1, 1979.
INSTITUTION Kansas State Dept. of Education, Topeka.
PUB DATE 79
NOTE 36p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Accreditation (Institutions); Elementary Secondary Education; School Districts; *State Legislation
IDENTIFIERS *Kansas

ABSTRACT

The Kansas State Board of Education is required by law to define by regulation those matters relating to the administration, staffing, courses of study, and instruction in Kansas schools. The regulations for accreditation of schools that appear in this publication have been filed with the office of the Revisor of Statutes and have thus become law. They are the consolidation of three separate sets of accreditation regulations previously published as bulletins 101, 201, and 301. (Author/LD)

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BULLETIN 701

ACCREDITATION REGULATIONS APPLICABLE TO KANSAS SCHOOLS AND SCHOOL DISTRICTS

Effective May 1, 1979

Kansas State Department of Education
Kansas State Education Building
120 East 10th Street Topeka, Kansas 66612

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FOREWORD

The state board of education is required by law to define by regulation those matters relating to the administration, staffing, courses of study, and instruction in Kansas schools.

The accreditation regulations that appear in this publication have been filed with the office of the Revisor of Statutes. When filed in the Revisor's office, the regulations have the same effect as law.

Schools interested in exceeding minimum accreditation regulations through school or district evaluation procedures are requested to contact the director of the accreditation and certification section of this agency.

Recommendations for accreditation improvements are reviewed and considered by the state board of education each year. Continued improvement in the accreditation process has resulted from comments and suggestions of evaluators and accreditation participants.

Best wishes as you continue to improve educational offerings through the accreditation procedures of this agency.

Dr. Merle R. Bolton
Commissioner of Education

ACKNOWLEDGMENTS

Bulletin 701 represents the culmination of three years of effort on the part of the State Department of Education staff and the accreditation advisory committee to revise and consolidate three separate sets of accreditation regulations - Bulletins 101, 201, and 301 - into one comprehensive publication, Bulletin 701. Duplication and redundancy of statements have been eliminated, as well as vague and philosophical statements. Non-applicable regulations have been deleted, and the format is consistent throughout.

The agency wishes to give special recognition to the accreditation advisory committee, and particularly to the chairperson of the committee, Dr. O. L. Plucker, Superintendent of the Kansas City unified district, for the invaluable suggestions made for revision of these regulations. A particular debt of gratitude is expressed to Dr. David Kester, the agency attorney, who spent many hours putting these regulations into legal form and a consistent format. Also, a special recognition is extended to the agency committee on rules and regulations who provided the final thrust for completion of this project. And last, but not least, to the secretarial staff for their untiring efforts that brought all of these efforts to a successful conclusion.

TABLE OF CONTENTS

	Page
Definition of terms (K.A.R. 91-30-1)	1
Accreditation regulations applicable to all schools	
Procedures for accrediting schools (K.A.R. 91-30-2)	3
Policies (K.A.R. 91-30-3)	6
Organization; special, experimental or innovative programs - waiver of regulations (K.A.R. 91-30-4)	7
Summer school programs (K.A.R. 91-30-5)	8
Administration (K.A.R. 91-30-6)	10
Staff (K.A.R. 91-30-7)	12
Guidance (K.A.R. 91-30-8)	13
Special education (K.A.R. 91-30-9)	14
Library media center (K.A.R. 91-30-10)	15
Site and building (K.A.R. 91-30-11)	17
Accreditation regulations applicable to high schools (K.A.R. 91-30-12)	18
Accreditation regulations applicable to junior high schools (K.A.R. 91-30-13)	23
Accreditation regulations applicable to elementary schools (K.A.R. 91-30-14)	24
District accreditation regulations for unified school districts (K.A.R. 91-30-15)	30

ARTICLE 30. ACCREDITATION REGULATIONS APPLICABLE TO KANSAS SCHOOLS AND SCHOOL DISTRICTS

91-30-1. Definition of terms.

"Program of studies" means those courses of instruction offered in a school during the year.

"Unified course" means a course that is organized and taught by one (1) or more teachers and includes content from two (2) or more subject areas.

"Class period" means a segment of the school day regularly scheduled for instruction in designated subjects. The length of time of the period may vary according to the type of subject and pattern of scheduling.

"Unit of credit" means one unit of credit earned for satisfactory completion of any approved subject taught for a minimum of forty (40) minutes daily five (5) periods a week for thirty-six (36) weeks, or one hundred-twenty (120) clock hours. One-half (1/2) unit of credit is earned for approved subjects taught for a minimum of forty (40) minutes daily five (5) periods a week for eighteen (18) weeks or sixty (60) clock hours.

"Daily program" means the schedule of classes taught by teachers during the school day.

"Superintendent" means the chief administrative officer appointed by the board of education of the district who is responsible for administrative and supervisory duties for all units of organization and who has charge and control of the schools and their personnel.

"Principal" means person having the administrative and supervisory responsibilities of a school or schools.

"Teacher" means person who holds a teacher's certificate valid in Kansas and meets all requirements for his or her assignment.

"Library media" means printed and audiovisual forms of communication and their accompanying technology.

"Library media program" means the complete instructional program and other services furnished to pupils and teachers by a library media specialist.

"Library media center" means the service area which houses both the library and the audiovisual services.

"Library media specialist" means a person holding a certificate valid in Kansas schools who directs the library media program in its entirety or specializes in either the print or nonprint areas of the program.

"Special education state plan" means the state plan for special education services authorized by K.S.A. 72-933 et seq., as amended and supplemented.

"Satellite school" means an organized instructional school program which meets standards prescribed by the state board for specific programs and which are offered by an accredited school.

"Accredited warned" means failure of the school to meet Kansas statutes or one (1) or more state board accreditation regulations.

"State board" means the state board of education.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979)

Accreditation Regulations Applicable to All Schools.

91-30-2. Procedures for accrediting schools.

(a) A board of education of a school shall make application in writing to the state board requesting the proper forms for accreditation. The application shall be submitted on or before August 15 of the year in which it requests accreditation. Accreditation shall be for two (2) years.

A school requesting accreditation shall file the principal's building report and other reports required by the state board. The building report shall be filed no later than October 1. Intentional falsification of reports may result in denial or loss of accreditation.

(b) The school shall meet the provisions of Kansas statutes and state board of education rules and regulations.

(c) The accreditation status for each school shall be determined by the following information: data provided in official reports of the affected school, including the superintendent's and principal's building reports; reports from the state department of education specialists; the report of the state department of health and environment; the report or order of the state fire marshal; and other official or special reports regarding the local school that may be requested by the state board.

(d) Schools shall be accredited, or if deficiencies exist, accredited warned, or dropped from the accredited list by the state board. Any school with an accredited warned status, shall report the following year the progress made to correct the deficiencies.

(1) All school districts and non-public schools desiring accreditation shall comply with the provisions of K.S.A. 1977 Supp. 72-9001 et seq. and any supplements or amendments, by filing evaluation policies and any amendments for all certified personnel with the state board. Failure to file policies, or any amendments, or noncompliance with policies that are filed, shall be considered a violation of the Kansas statutes and cause for the state board to issue a warning the first year for any violation. If there is continued non-compliance the second school year, the schools shall be removed from the accredited list by the state board as of the following June 30.

(2) Any district failing to comply with the decision of the state board approving the application for out-district tuition as provided in K.S.A. 72-4418 and K.A.R. 91-16-1, et seq. shall be considered due cause for the state board to remove all schools within the district from the accredited list as of the following June 30 without warning.

(e) During the school year, but not later than March 15 of the year, any school with deficiencies shall be notified by the state board. All official accreditation notices indicating deficiencies shall be mailed to the superintendent.

(f) Reports correcting deficiencies shall be filed no later than April 1.

(g) Accreditation or nonaccreditation status of a school shall be effective as of June 30 of the year in which accreditation is requested and shall remain in force for two (2) years unless the status is changed by special action of the state board.

(h) High schools shall be accredited by the state board and designated either accredited, or accredited comprehensive.

(1) Accredited.

An accredited high school shall maintain, offer and teach at least thirty (30) units of instruction in grades nine (9) through twelve (12) as reported on September 15 of the year in which accreditation is requested, and meet the following requirements:

(A) The thirty (30) units shall be taught each year in separate classes. Correspondence credits shall not be counted as part of the thirty (30) unit requirement.

(B) Only one (1) unit of credit, or the fractional equivalent, shall be counted as a part of the thirty (30) required units when the course is taught in more than one (1) section.

(2) Accredited comprehensive.

An accredited comprehensive high school shall maintain, offer, and teach a minimum of fifty (50) units of instruction in grades nine (9) through twelve (12) as reported on September 15, of the year in which accreditation is requested and meet the following requirements:

(A) The fifty (50) units shall be taught each year in separate classes. Correspondence credits shall not be counted as part of the fifty (50) unit requirement.

(B) Only one (1) unit of credit, or the fractional equivalent, shall be counted as a part of the fifty (50) required units when the course is taught in more than one (1) section.

On application from the board of education, any high school teaching less than thirty (30) units as reported on the September 15 school principal's building report, shall be dropped from the accredited list by the state board on or before November 15 of that calendar year.

(i) An elementary school, to be accredited shall have a minimum enrollment of ten (10) pupils as of September 15 of the year in which accreditation is requested. On application from the board of education, any elementary school with an enrollment of less than ten (10) pupils as of September 15, shall be dropped from the accredited list by the state board on or before the following November 15.

(j) At the regular June state board meeting, the commissioner of education shall recommend to the state board action to be taken regarding the accreditation of schools. In those cases where the commissioner of education recommends non-accreditation of any school, he or she shall notify the president of the board of education, the clerk and superintendent no later than May 15. The board of education shall be given an opportunity at the June meeting to present any reasons why the school should not be denied accreditation. When a school has been denied accreditation, the state board of education shall have five (5) days after this June board meeting in which to send an official notice of denial of accreditation. The notice shall be sent by the commissioner of education by restricted mail to the president, clerk and superintendent, with return receipt requested.

(k) A school denied accreditation effective June 30 may, upon application of the board of education, be given tentative accreditation status by the state board, to be effective the following August 15 if the deficiencies causing denial of accreditation have been corrected. The application shall be signed by the president and clerk indicating that all deficiencies have been corrected, and shall be filed with the commissioner of education at least three (3) weeks prior to the regular August meeting of the state board. All necessary forms for reinstatement shall be provided by the commissioner of education.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-3. Policies.

(a) All orders, rules and regulations of the board of education, and any revisions, shall be in writing and codified, and upon request shall be made available to the employees, patrons and students of the district. The policies for the employment of staff or the selection of pupils shall not discriminate on the basis of race, religion, ethnic background, national origin, handicap or sex.

(b) Personnel policies.

Personnel policies shall be adopted by the board of education and shall be available to pupils, teachers, and patrons of the district.

(c) Suspension and expulsion of pupils.

Policies governing the suspension and expulsion of pupils shall conform to the provisions of K.S.A. 72-8901 et seq. as amended.

(d) Evaluation policies for certified personnel.

All certified personnel shall be evaluated in accordance with policies adopted under K.S.A. 1977 Supp. 72-9001 et seq. and shall be filed with the state board.

(e) School conduct policies.

The board of education of each unified school district shall adopt policies which: (1) govern the conduct of all persons employed by or attending schools of the district, and (2) provide specific procedures for their enforcement.

The board shall submit school conduct policies and amendments to its legal counsel for review and approval to assure compliance with city ordinances, state laws and constitutional requirements.

Copies of policies and amendments shall be filed with the commissioner of education as provided by K.A.R. 91-15-1.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-4. Organization; special, experimental or innovative programs - waiver of regulations. Schools that have special, exemplary or innovative programs that do not meet all accreditation regulations may, prior to the beginning of the school term, request approval from the state board to conduct those programs. Approval shall be granted if the superintendent has submitted in writing the proposed program which includes the following:

(a) A statement citing how the program would be curtailed or prohibited if regulations of the state board are applied to the program.

(b) Evidence that the goals and objectives of the program fall within statewide education goals defined by the state board.

(c) Evidence that the program adopted is in compliance with Kansas statutes.

(d) Evidence that the evaluation procedures for the program are identified in advance and provide valid and objective data for assessing its success.

(e) Evidence that all staff members have valid certificates.

The state board shall notify the superintendent in writing of approval or denial of the program.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-5. Summer school programs.

Summer school programs shall be eligible for approval upon meeting following requirements:

(a) Administration.

Summer schools shall be under the supervision of an administrator who holds a certificate valid for his or her level of assignment.

(b) Summer school notification.

Districts planning to operate a summer program shall notify the state board by May 1 of each year.

(c) Scholastic records.

Permanent scholastic records shall be maintained for summer school sessions.

(d) Summer school report.

Each district shall make a report on forms furnished by the state board, not later than ten (10) days after the first day of summer school.

(e) Curriculum.

(1) Subjects may be offered for enrichment, makeup purposes, or to obtain credit for courses not available during the regular school year.

(2) Courses taught in the summer school program shall include the same content and achievement standard as similar courses taught in the regular school year.

(f) Enrollees.

(1) Permission.

A pupil desiring to enroll in summer school for credit shall obtain permission from his or her parent school principal.

(2) Subject prerequisites.

Admission to summer school courses shall be subject to the recognized prerequisites in the several school subject areas.

(3) Correspondence courses.

Pupils shall obtain prior approval from their parent school principal before enrolling in correspondence courses for credit.

(g) Summer school instructors.

Each teacher in an approved summer school shall hold a certificate valid in Kansas.

(h) Requirements for credit.

This section shall not apply to elementary schools.

(1) Time required for repeated subjects and new subjects.

(A) One (1) unit of credit shall be earned for those courses which meet for a total of one hundred twenty (120) clock hours.

(B) One-half (1/2) unit of credit shall be earned for those courses which meet for a total of sixty (60) clock hours.

(C) Time for makeup work for one (1) unit of credit or one-half (1/2) unit of credit shall be at least one-half (1/2) the time requirement for a new course.

(D) Instructional time for credit shall be exclusive of registration, holidays, and break time.

(2) Driver education.

Any school may offer an approved course in driver education during the summer term, and the instruction shall be administered and supervised by the school as provided by Kansas statutes.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-6. Administration.

(a) Admission.

Any pupil transferring or completing a course of study in an accredited school shall be eligible for admission to an accredited school. Schools shall accept pupils from unaccredited schools in accordance with the provisions of subsection (b).

(b) Placement.

Placement of pupils in the education program shall be determined by (1) past education experience record; (2) successful performance at the level of assignment; or (3) examinations administered by the local district.

(c) Promotion.

Promotion shall be determined according to the policy of the board of education.

(d) Pupil records.

Accurate and complete records of scholarship, attendance and activities shall be kept in a safe or fire-resistant compartment. Records shall be available for audit by a licensed municipal public accountant, or certified public accountant, and state department of education auditors. Except as provided by K.S.A. 72-5386, when a pupil transfers or is promoted to another school within or without the school district, academic records shall follow the pupil on request. Pupil records shall be maintained in compliance with the right to privacy act as provided by K.S.A. 1977 Supp. 72-6214.

(e) Teacher records.

An individual teacher record including current college transcript(s), certification, tenure, salary, retirement status and other personnel data shall be on file in an office as directed by the board of education.

(f) Activity funds.

A complete record of activity funds shall be in one (1) central account.

(g) Surety bonds.

Each person responsible for the receipt and disbursement of money shall be bonded with a surety bond in an amount fixed by the board of education which shall be approved and paid by the board of education.

(h) Auditing.

Accounts shall be audited annually by a certified public accountant or a licensed municipal public accountant under the direction of the board of education as provided by K.S.A. 75-1122 et seq.

(i) Sales tax.

A permanent record shall be maintained showing sales and admissions for which sales tax is paid as required by Kansas statutes.

(j) Inventories.

Inventories of all equipment, apparatus, books, and supplies shall be on file.

(k) Activities program.

The activities program shall be under the supervision of the principal.

(l) Display of flags.

Schools shall fly the United States flag and a Kansas flag as provided by K.S.A. 73-701 and 73-706.

(m) Adherence to health laws.

All schools shall adhere to the provisions of Kansas school health statutes K.S.A. 72-1204 et seq. and K.S.A. 72-5201 et seq.

(n) Observance of fire, safety and tornado laws.

Fire and safety provisions of K.S.A. 31-132 et seq. shall be observed. Schools shall establish tornado procedures and conduct tornado drills as provided by regulations promulgated by the state fire marshal under K.S.A. 1977 Supp. 31-133.

(o) School transportation.

Transportation of pupils shall comply with Kansas statutes and the rules and regulations published by the Kansas department of transportation.

(p) Length of school year.

The length of the school year shall be at least one hundred eighty (180) days taught, except as provided by K.S.A. 72-1106.

(q) Length of school day.

The length of the school day shall be at least six (6) hours as provided by K.S.A. 72-1106.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-7. Staff.

(a) Superintendent.

(1) All schools shall be under the supervision of a superintendent who holds a certificate valid in Kansas and who shall be assigned at least one-half (1/2) time to administration and supervision of the schools in the district.

(2) A school district with an enrollment of less than three hundred (300) students may also assign the superintendent as elementary and high school principal.

(b) Principal.

Principals shall be employed by the board of education under a written contract and shall hold an administrator's certificate valid in Kansas.

(c) Assistant principal.

In schools where the principal requires assistance because of administrative responsibilities, staffing patterns shall include the services of an assistant principal(s).

(d) Alternative administrative plan - management by objectives.

As an alternative to subsections (b) and (c), the board of education may develop and disseminate an administrative plan based upon management by objectives. The plan shall be in writing and set out the goals, objectives and expected outcomes for the administrative assignment(s) and be in agreement with statewide educational goals as adopted by the state board, as well as with recognized educational concepts and practices. There shall be broad base community involvement in these plans. The plan shall provide for the services of a principal who shall be assigned the necessary time to perform administrative responsibilities, and shall indicate the amount and kinds of supportive services available to supplement particular administrative responsibilities. The plan shall be approved by and filed with the state board.

(e) Teachers.

Teachers shall be employed and compensated according to the provisions of Kansas statutes.

(f) Aides.

Non-certified personnel may be employed to supervise pupils in noninstructional activities as required by K.S.A. 1977 Supp. 72-1106 and shall work under the supervision of certified personnel. Instructional paraprofessionals hired as special teachers in special education services shall be authorized to assist certified personnel in the instruction of exceptional children, as provided by K.S.A. 72-962 and the state plan for special education.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-8. Guidance.

This section shall not apply to elementary schools. Elementary schools shall conform to the guidance requirements K.A.R. 91-30-14(d).

(a) Each school shall have the services of a certified counselor.

(b) When requested by the state board, each school shall produce a written plan for secondary school counselors which shall contain: professional identity, rationale, responsibilities, environment and other statements that clarify the role of the school counselor. The plan shall also contain evidence of the school's goals, objectives and expected outcomes for the guidance program.

(c) Plans for school counselors shall be approved by the board of education, filed with the clerk and copies provided for each administrator and counselor. Plans for school counselors shall also be approved by and placed on file with the state board.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-9. Special education.

Special education programs shall meet the provisions of the Kansas state plan for special education and K.S.A. 72-933, et seq., as amended.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-10. Library media center. This section shall not apply to elementary schools. Elementary schools shall conform to the library media center requirements of K.A.R. 91-30-14(f).

(a) School library media center program.

The library media center program shall be an integral part of the total program of the school.

(b) Library media center materials and resources.

(1) Each school shall have a library media center with a well-balanced collection of books, basic reference material, periodicals, and nonprint media.

(2) Classification and cataloging of the collection shall include a shelf list and an alphabetically arranged catalog with classification by the dewey decimal system.

(3) Inventory and financial records shall be accurate and up-to-date.

(4) The annual expenditure for books, magazines and nonprint media, exclusive of textbooks and equipment, shall be at least six dollars ($6.00) per pupil.

(c) Book collections.

Requirements for book collections shall be as follows:

Size of School	Professional Staff	Collection
Under 100	a. One staff member assigned two 55-minute periods, or b. Three 40-minute periods each day free of study hall,	1,200 volumes
100-199	a. One staff member assigned three 55-minute periods, or b. Four 40-minute periods each day free of study hall.	1,200 volumes for first 100 pupils, 10 for each additional pupil until enrollment reaches 200.
200-499	a. One staff member assigned four 55-minute periods, or b. Five 40-minute periods each day free of study hall.	2,000 volumes for first 200 pupils, 10 for each additional pupil until enrollment reaches 500.
500-799	One or more staff members assigned full time (six clock hours free of study hall and plus full-time clerical help.)	5,000 volumes for first 500 pupils, 5 additional books per pupil for next 500 and 3 additional books per pupil over 1,000 pupils enrolled.

800-1,499	Same as above.	Same as above.
1,500-over	Two full-time staff members plus full-time clerical help.	Same as above.

(d) Alternative library media center requirements.

As an alternative to subsections (a)(b) and (c), a school may elect to meet the following requirements:

(1) A school shall have a library media center organized as a resource center of instructional material for the entire educational program.

(2) Classification and cataloging of the collection shall include a shelf list and an alphabetically arranged catalog using the dewey decimal system.

(3) Inventory and financial records shall be accurate and up-to-date.

(4) Materials for teachers shall include at least five professional magazines dealing with general teaching methods.

(5) The library media plan shall state specifically: the amount of time assigned to the staff; the size and type of collection, both print and nonprint: the amount of the budget and expenditures; a description of the facilities, materials and equipment that shall be used in the library media program.

The plan shall describe the supportive services available to the school that supplement the library media program.

The plan shall be approved by the board of education and be on file with the clerk. Copies shall be provided for each administrator and for each librarian.

The plan shall also be approved by and placed on file with the state board.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-11. Site and building.

Each site and building of a district shall meet the requirements of Kansas statutes concerning school building construction, fire protection and health. Whenever the state fire marshal issues an order to the board of education to close or correct the condition of any building or facility by repairing, remodeling or restoration, and no proceedings of appeal have been instituted by the electors of the district pursuant to the provisions of K.S.A. 72-8213 (g) and (h), the board of education shall comply with the order by the following June 30. Failure to do so shall result in a warning. If not corrected within the subsequent school year, the school shall be given a nonaccredited status the following June 30. It shall be the responsibility of the board of education to notify immediately the state board when action is taken by the state fire marshal or the state department of health and environment indicating unsafe facilities or site.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-12. Accreditation regulations applicable to high schools.

(a) Organization.

(1) A high school shall be organized to include at least grades ten (10), eleven (11) and twelve (12) and may include grades seven (7) through twelve (12) in its organization. Any organization or reorganization of a school shall be done in compliance with the provisions of K.S.A. 72-8213 or K.S.A. 1977 Supp. 72-8213a.

(2) A high school shall organize its program on the basis of units of credit as defined in K.A.R. 91-30-1.

(b) Staff.

(1) Principal.

Except as provided in K.A.R. 91-30-7(a)(2) high schools enrolling two hundred (200) or more pupils shall have a principal who spends at least five (5) clock hours each day in administrative and supervisory responsibilities. High schools enrolling fewer than two hundred (200) pupils shall have a principal who spends at least three (3) clock hours each day in administrative and supervisory responsibilities.

(2) Teachers.

All teachers shall hold a valid certificate. Teachers assigned grades ten (10), eleven (11), and twelve (12) shall meet high school subject and field requirements. Teachers assigned grades seven (7), eight (8), and nine (9) shall meet junior high school field requirements. The teacher shall meet field requirements in unified courses which draw subject matter from two (2) or more teaching fields.

(c) Granting credit.

(1) Determination of course credit shall be made according to subject and field preparation of the teacher. Credit shall be granted by:

(A) Successfully completing class work;

(B) Examinations administered by the district; and

(C) Independent study program.

(i) Independent study programs shall be organized according to curricular units and steps which have been established by the school.

(ii) The school shall organize an independent study committee to review pupil proposals. Sponsoring teachers shall also be represented. Pupil proposals shall have committee approval.

(iii) Planned programs of independent study shall be an extended, in-depth study of a particular subject area offered in the regular school program.

(iv) The responsibilities of the sponsoring teacher shall be defined by the school.

(v) Pupil credit shall be the equivalent of a unit of work or fractional part of a unit of work.

(vi) The sponsoring teacher shall specifically list for each pupil the objectives that shall be met for successful completion of the program.

(vii) Equipment and learning materials shall be available as part of the program for independent study.

(D) Physical education.

Athletic practice for competition shall not be counted as pupil credit.

(E) Correspondence credit.

Regular enrollees with the approval of the school principal, may earn credit by correspondence from schools and institutions approved by the state board.

(F) Adult education.

High school credit shall be granted for adult courses of study provided the following requirements are met:

(i) The granting of credit is based on achievement tests and the judgment of the instructor with approval of the principal. Granting of credit for achievement shall be equal to that required of high school pupils in the regular school program.

(ii) The participants in adult evening classes qualify for credit under one (1) of the following eligibility classifications:

(AA) Enrollment may be extended to any person seventeen (17) years of age or over, who has not completed the twelfth grade and has been out of school at least one (1) semester, if the enrollee is unable to participate in a regular high school program.

(BB) Credit may be counted toward meeting the requirements for a high school diploma. If the credit is to be applied toward a diploma to be granted by a school other than the one in which the credit is offered, the principal of each school involved shall approve the enrollment.

(iii) The instructor holds a certificate valid in Kansas.

(G) General education development (G.E.D.) program.

(i) High schools may accept G.E.D. results for credit toward graduation. Schools may (A) require that a Kansas state high school equivalency diploma be issued by the state board, or (B) grant a diploma, subject to the following regulations:

(AA) Test results shall be properly certified.

(BB) The minimum score on an individual test shall be thirty-five (35) with an average forty-five (45) for the five tests comprising the program.

(CC) Credit shall not be for specific subjects but shall be listed as G.E.D. credit on the transcript.

(DD) Applicant shall have attended school in the school system to which he applies for credit.

(EE) Credit for United States history, one (1) unit, and United States government, one-half (1/2) unit, may not be given for G.E.D. tests but must be earned in residence as provided by K.S.A. 72-1103.

(FF) Applicants shall not use G.E.D. credit to graduate before the age of eighteen (18) years.

(ii) A list of the institutions authorized to administer G.E.D. tests may be obtained from the state board.

(H) Other credits.

Kansas high schools may grant credit toward graduation for the following types of education experiences received while in the military service:

(i) Secondary courses offered by the United States Armed Forces Institute (U.S.A.F.I.)

(ii) Courses in the Marine Corps Institute.

(iii) Courses in the Coast Guard Institute.

(iv) One (1) unit of physical education for basic or recruit training.

(v) Correspondence course(s) from schools and institutions approved by the state board.

(vi) Vocational courses offered by Armed Forces schools.

(d) Graduation.

(1) A pupil shall be eligible for graduation from grade twelve (12) upon completion of the following requirements:

(A) Four (4) units of English language arts. When, in the judgement of the high school principal, a pupil can profit more by taking another subject, the principal may waive one (1) unit of this requirement.

(B) Two (2) units of social studies which shall include one (1) unit of United State history and at least one-half (1/2) unit of United States government, including the constitution of the United States.

(C) One (1) unit of science as a laboratory course.

(D) One (1) unit of mathematics.

(E) One (1) unit of physical education which may include one-half (1/2) unit of health, safety, first aid, or physiology. This requirement shall be waived:

(AA) upon a statement of a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program, or

(BB) when the requirement is contrary to the religious teachings of the pupil and a written statement, signed by a lawful custodian of the pupil, is filed with the proper authorities of the school requesting that the pupil not be required to participate in the activities and stating the reason for the request.

(F) Eight (8) units of elective courses.

(G) Any additional requirements of the board of education.

(2) Alternative graduation requirements.

As alternative graduation requirements, the governing body of the district may set graduation policies, if the policies are in writing, adopted by the board of education, and indicate

that a pupil shall be eligible for graduation upon the completion of at least seventeen (17) units of instruction, or the equivalent, which shall include one (1) unit of United States history and at least one-half (1/2) unit of United States government including the constitution of the United States pursuant to K.S.A. 72-1103. Graduation policies set by the board of education shall be in compliance with statewide educational goals as adopted by the state board, and shall have broad base community involvement in their formulation. These policies shall have state board approval prior to implementation in the district.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-13. Accreditation regulations applicable to junior high schools.

(a) Organization.

(1) A junior high school shall be organized to include at least two (2) consecutive grades and may include grades six (6) through nine (9). Any organization or reorganization of a school shall be done in compliance with the provisions of K.S.A. 72-8213.

(2) A junior high school shall organize its ninth grade program on the basis of units of credit as defined in K.A.R. 91-30-1.

(b) Staff.

(1) Principal.

Except as provided in K.A.R. 91-30-7(a)(2), junior high schools enrolling fewer than two hundred (200) pupils shall have a principal who spends at least three (3) clock hours each day in administrative and supervisory responsibilities. Junior high schools enrolling two hundred (200) or more pupils shall have a principal who spends at least five (5) clock hours each day in administrative and supervisory responsibilities.

(2) Teachers.

Teachers shall hold a certificate valid in Kansas and meet field requirements. Teachers in unified courses which use subject matter from two (2) or more teaching fields shall meet field requirements.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979.)

91-30-14. Accreditation regulations applicable to elementary schools.

(a) Administration.

Elementary schools shall conform to the provisions of K.S.A. 72-1107, regarding age of entrance.

(b) Organization.

An accredited elementary school shall be organized to include any combination of grades kindergarten through eight (8). The middle school concept of organization shall be recognized as a consecutive combination of any grades five (5) through nine (9). Any organization or reorganization of a school shall be done in compliance with the provisions of K.S.A. 72-8213 or K.S.A. 1978 Supp. 72-8213 (a).

Kindergarten classes shall be organized separately from other grades and shall be organized on a basis of not less than two and one-half (2-1/2) clock hours each day when in session.

(c) Staff.

(1) Principal.

Except as provided in K.A.R. 91-30-7(a)(2), each elementary school shall have the services of a principal and shall meet the following requirements:

(A) In school buildings having more than sixteen (16) teachers, excluding the principal, the principal shall have at least eighty percent (80%) of the school day for administration.

(B) In school buildings having six (6) to sixteen (16) teachers, excluding the principal, the principal shall have at least one-half (1/2) of the school day for administration.

(C) In school buildings having fewer than six (6) teachers, excluding the principal, the principal shall have time during the school week for administration.

Part-time teachers shall be counted on a fractional basis, to be computed on the actual time spent by the teacher in the building, in arriving at the total number of teachers. A district maintaining multi-elementary school attendance centers may assign an administrator to serve more than one (1) elementary attendance center provided the assignment is in accordance with subsection (c)(1).

(2) Teachers.

Teachers shall hold a certificate valid in Kansas.

(d) Guidance.

Elementary schools which have an organized guidance program shall have the services of a certified counselor.

When requested by the state board, each school having a program shall produce a written plan for the counselors which shall contain: professional identity, rationale, responsibilities, environment and other statements that clarify the role of the counselor. The plan shall also contain evidence of the school's goals, objectives and expected outcomes for the guidance program.

Plans for elementary school counselors shall be approved by the board of education, filed with the clerk, and copies provided for each administrator and counselor.

The plan shall also be approved by and placed on file with the state board.

(e) Curriculum.

(1) The curriculum of an elementary school shall meet the provisions of K.S.A. 72-1101 and 72-1103 and requirements of the state board.

(2) Each elementary school shall have an organized physical education program.

(f) School library media center program.

The library media center program shall be an integral part of the total program of the school.

(1) Library media center staff.

The library media center shall be staffed by a library media specialist who holds a certificate valid for teaching in the elementary school and has at least minimum library education (library education and audiovisual courses) of fifteen (15) semester hours. Schools of fewer than 150 pupils may have classroom collections, and part-time consultative services of a library media specialist should be available.

(2) Library media center materials and resources.

(A) Each school of one hundred-fifty (150) or more pupils shall have a library media center with a well-balanced

collection of books, basic reference materials, periodicals and audiovisual materials.

(B) Classification and cataloging of media center and classroom collections shall include a shelf list and an alphabetically arranged catalog using the dewey decimal system.

(C) Inventory and financial records shall be accurate and up-to-date.

(D) The annual minimum expenditure for books, magazines and nonprint media, exclusive of textbooks and equipment, shall be six dollars ($6.00) per pupil.

(3) Book collections.

(A) Requirements for book collections shall be as follows:

Number of Pupils	Books per pupil
1 to 75	20 books per pupil
76 to 200	1,500 books plus 10 books for each additional pupil beyond 75
201 to 500	2,750 books plus 10 books per pupil beyond 200
Over 500	10 books per student

(B) The collection shall contain audiovisual materials and equipment for use in the classrooms, school library media center and for the home.

(C) Selection of all materials for media center and classroom collections shall be made cooperatively by the librarian, teachers, parents and administrators.

(4) Alternative library media requirements. Elementary schools may elect to meet alternative library media center requirements under K.A.R. 91-30-10(d).

(g) Interscholastic activities.

(1) Pupils below the sixth grade shall not be eligible to participate in interscholastic competition.

(2) Participation of seventh and eighth grade pupils. When a school permits only seventh and eighth grade pupils to participate in interscholastic activities, it shall compete

under the rules and regulations of the Kansas state high school activities association (K.S.H.S.A.A.). Membership in K.S.H.S.A.A. shall not be required for accreditation.

(3) Participation of sixth, seventh, and eighth grade pupils. When a school permits sixth, seventh, and eighth grade pupils to participate in interscholastic activities, it shall adhere to the following:

(A) Staff.

The coaches shall be members of the teaching staff and each shall hold a certificate valid in Kansas.

(B) Pupil eligibility.

(i) Each pupil engaged in interscholastic athletic events shall submit a physician's statement indicating he or she is physically able to participate.

(ii) A pupil shall compete in interscholastic athletics only with the written consent of his or her lawful custodian.

(iii) Any pupil who participates on an organized team outside of school during a regular season shall be ineligible for school teams in that particular sport involved.

(C) Number of contests.

(i) A school shall not schedule more than seven (7) interscholastic athletic contests in any one (1) sport, exclusive of a tournament, in any one (1) school year. In basketball a school may schedule eight (8) interscholastic basketball contests, exclusive of a tournament.

(ii) A school shall schedule for each team only one (1) inter-school contest each week exclusive of tournament games. Two (2) games may be scheduled during a week only once during the season and the second contest shall only be a makeup game.

(iii) A school shall engage in only one (1) tournament in any one (1) sport during the school year.

(D) Scheduling and practice.

(i) All schedules for interscholastic athletic contests shall be approved by the school principal.

(ii) Practice time shall not exceed one (1) hour per school day.

(iii) Any practice session held between two (2) schools shall count as one (1) of the allowed number of contests per season.

(E) Activity limitations.

(i) Basketball.

(AA) No pupil shall participate in more than thirty-two (32) quarters of play in interscholastic basketball, exclusive of a tournament, in any one (1) year.

(BB) Quarters shall be a maximum of six (6) minutes in length with a one (1) minute intermission between the first and second quarters and between the third and fourth quarters, and an intermission of ten (10) minutes between the second and third quarters.

(CC) No pupil shall participate in more than four (4) quarters of play on any one (1) day, not including over-times.

(ii) Softball and baseball.

Regulation games shall be limited to five (5) innings.

(iii) Track and field events.

In any one (1) meet, including relays, a pupil shall be limited to three (3) of the following approved events:

(AA) Sixth grade: 50 yard dash, 75 yard dash, 100 yard dash, relays, broad jump, high jump, baseball, softball, basketball and football throw. A sixth grade pupil shall not run more than one (1) race of one hundred (100) yards in one day.

(BB) Seventh and eighth grades: events as specified for grades seven (7) and eight (8) by K.S.H.S.A.A.

Pupils shall be allowed to participate each year in only one (1) track meet in which preliminary events are necessary. All jumps and vaults shall end in a soft landing pit.

(iv) Gymnastics.

Pupils shall be allowed to participate each year in only one (1) gymnastic meet in which preliminary events are necessary. Each pupil shall be eligible to participate in the following approved events:

(AA) Sixth grade tumbling and floor exercise only.

(BB) Seventh and eighth grade in accordance with events as authorized by the K.S.H.S.A.A.

(v) Boxing.

Boxing is prohibited.

(vi) Touch or flag football, soccer and speedball. Quarters in touch or flag football, soccer and speedball shall be a maximum of eight (8) minutes in length with an intermission of ten (10) minutes at the end of the second quarter. Tackle football is prohibited.

(vii) Other events and activities.

Events and activities not listed may be included in interscholastic activities if they meet requirements of this regulation.

(viii) Athletic leagues.

Athletic leagues may formulate their own rules and regulations which shall be in compliance with this regulation.

(ix) Playdays.

Playdays shall be organized to give all pupils within a unified school district an opportunity to participate in recreational activities. The emphasis shall be upon participation and learning new games. Contests or competition between schools shall be prohibited. Playdays shall be on Fridays, weekends, a day preceding a holiday or the last day of school, and shall be confined to the attendance centers of the school district.

(4) Physical education.

Interscholastic team practice shall not be conducted during physical education classes.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979; effective August 1, 1979.)

91-30-15. District accreditation regulations for unified school district.

(a) Requirements.

Each school district desiring to be accredited on a district-wide basis pursuant to K.S.A. 72-1114, et seq., shall meet the following requirements:

(1) Request and receive permission from the state board to conduct a district-wide evaluation program.

(2) Follow prescribed state board evaluation procedures.

(3) Report annually on forms provided by the state board.

(b) Procedure.

(1) School districts shall be designated as accredited on a five (5) year cycle if they conduct district-wide evaluation programs encompassing all segments of education in the district.

(2) School districts shall develop and implement education programs according to identified district goals and needs. Reference shall be made to statewide educational goals when developing district-wide goals.

(3) Following identification of goals and needs, the district shall develop a master plan of education which shall include:

(A) Formulated district-wide educational goals, statements of need, curricular and instructional objectives,

(B) Procedures for implementation; and

(C) Evaluation procedures.

(4) The plan shall be implemented according to identified priorities. Particular emphasis shall be placed on program scope, sequence, and integration in the district's educational program for grades kindergarten through twelve (12).

(5) The plan shall have the approval of the board of education. Each school district shall submit its master plan of education and a time-frame for its implementation to the state board for approval.

(6) The state board shall grant initial district-wide accreditation status on a five (5) year cycle as of June 30. Continued accreditation within the five (5) year cycle shall be dependent on the district meeting statutes and following the provisions of the plan as approved by the state board. District-wide accreditation may be withdrawn by the state board any time during the five (5) year cycle for violation of statutes and failure to follow the approved plan. Any action taken by the state board shall be made as of the following June 30.

Renewal of district-wide accreditation at the end of the five (5) year cycle shall be dependent on the district submitting a revised master plan which shall include updates and projections for the succeeding five (5) years, and approval by the state board.

(7) Each district shall report annually to the state board indicating progress made toward achieving the goals and objectives of the plan.

(8) A district shall be accredited, or if deficiencies exist, accredited warned, or dropped from the accredited list by the state board.

(9) During the school year, but no later than March 15, any district with accreditation deficiencies shall be notified of the deficiencies by the commissioner of education. Notices shall be mailed to the superintendent.

(10) Reports correcting deficiencies shall be filed not later than April 1.

(11) At the regular June meeting of the state board the commissioner of education shall recommend to the state board action to be taken regarding the accreditation of a school district. In those cases where the commissioner of education recommends nonaccreditation of any district, he or she shall notify the president, the clerk, and the superintendent no later than May 15. The board of education involved shall be given an opportunity at the June meeting to present any reasons why the district should not be denied accreditation. Where a district has been denied accreditation, the state board shall have five (5) days after the June meeting in which to send a notice of nonaccreditation. The notice shall be sent by the commissioner of education by restricted mail to the president, clerk, and superintendent with return receipt requested.

(12) Any district denied accreditation effective June 30 may, upon the application of the board of education, be given tentative accreditation status by the state board to be effective the following August 15, if the deficiencies for denying accreditation have been corrected. The application shall be signed by the president and clerk indicating that all deficiencies have been corrected, and shall be filed with the commissioner of education at least three (3) weeks prior to the regular August meeting of the state board. All necessary forms for reinstatement shall be provided by the commissioner of education.

(Authorized by K.S.A. 72-7513, 72-7514; effective May 1, 1979)